

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.H

Subject:

DATE: 12/30/85

Sunset Review:

REPORTING AND INVESTIGATION OF MOTOR
VEHICLE ACCIDENTS

1. PURPOSE. This directive establishes procedures and responsibilities for reporting and investigation of accidents involving Government owned or leased vehicles, both on and off the Center.
2. SCOPE. The provisions of this directive apply to all operators of Government owned or J eased (GSA or commercial) vehicles involved in an accident.
3. CANCELLATION. FLETC Directive No. 70-09.H, Reporting and Investigation of Motor Vehicle Accidents, dated June 13, 1980.
4. REFERENCES.
 - a. TD 70-09.B, Accident Reporting and Investigation.
 - b. 41 CFR 101-38.8, Reporting [rotor Vehicle Accidents.
 - c. 41 CFR 101-39.705, Scope of Employment of Motor Vehicle Operator.
 - d. GSA Regional Bulletin FPMR 4-G-43, October 7, 1976.
 - e. FLETC Directive No. 70-09.K, FLETC Accident Investigation Teams
5. BACKGROUND. Government liability is a potential consequence of any automobile accident involving a Government vehicle. Operators of Government vehicles must in the event of an accident promptly report the accident and file the necessary forms as required by this directive. All required forms to be executed by the operator in case of an accident should be available in the glove compartment of the vehicle. Demonstrated familiarity with the provisions of this directive shall be a requirement of all Government drivers as a condition precedent to the issuance of a Government drivers license.

6. PROCEDURES. The procedures outlined below shall be followed immediately after any accident involving a Center owned or leased vehicle. Accidents involving agency owned or leased vehicles which occur off-Center will be investigated and reported in accordance with agency requirements. The Safety/Security Office will be notified by the agency of off-Center accidents.

a. Vehicle Operator.

(1) Stop immediately after the accident and determine whether personal injuries have been sustained. Help the injured to obtain prompt medical care.

(2) Take all possible precautions to prevent additional accidents by placing triangular reflectors (if available), stationing persons to direct traffic, and clearing the roadway.

(3) Notify the FLETC Security Police (912-267-2461, if off Center, or ext. 2461 on the Center).

(4) Furnish name and address on request, but do not write name on a card or piece of paper for anyone.

(5) Exhibit a valid State motor vehicle license and U. S. Government Motor Vehicle Operator's Identification Card, SF-46 (unless SF-46 is not required) to other drivers involved and, in turn, observe the license(s) issued to other drivers involved.

(6) Obtain names and addresses of all participants and all witnesses to the accident. If possible, obtain statements utilizing Standard Form 94 (Statement of Witness) for submission to the Security Police.

(7) Prepare Standard Form 91 (Operators Report of Motor Vehicle Accident) and Optional Form 26 (Data Bearing Upon Scope of Employment of Motor Vehicle Operator) for delivery to the Security Police.

(8) For accidents occurring off the Center, notify the local law enforcement agency in addition to (1) through (7) above.

(9) Notify your immediate supervisor as soon as possible after an accident.

(10) Consult with the Center's Legal Counsel on issuing statements or giving opinions regarding the accident, preparing accident report forms submitted by

insurance companies and appearing in answer to a civil summons, citation, or ticket received as the result of an accident or accident investigation.

b. Supervisors.

In event of injury to the operator, insure a Form CA-1 (Federal Employee's Notice of Traumatic Injury) is completed and submitted to the Center Personnel Office.

c. Security Police.

Upon receipt of notification of an accident, whether occurring on or off the Center, dispatch an investigator and proceed as follows:

(1) Advise the Center photographer to report to the accident scene.

(2) Notify the following persons in order established:

(a) Deputy Assistant Director (Administration)

(b) Assistant Director (Administration)

(c) Safety and Occupational Health Manager (Safety Manager)

(d) Glynn County Police Department if the accident occurs on the Center and results in bodily injury, or any POV damage, or property damage of \$500.00 or more.

(e) Public Information Specialist

(f) Chief, Facilities Management Division

(g) Transportation Officer

(h) Legal Counsel

(3) Supervise the "On-the-Scene" investigation when the accident occurs on the Center, utilizing available Security Police personnel and submit a full report to the Safety Manager the following day.

(4) Insure that assigned accident investigators conduct on-the-scene preliminary traffic accident investigations.

(5) Insure that drivers of Government vehicles complete and properly execute required forms.

(6) Insure that Government vehicles involved in accidents are taken to the Transportation Garage for inspection and estimate of damage as soon as possible after the accident.

(7) Submit the investigation report, Standard Form 91A (with sufficient copies of all enclosures), to the Deputy Assistant Director (Administration) for review.

(8) Submit a copy of the accident report to the Transportation Foreman for vehicle record file.

d. Deputy Assistant Director (Administration).

Upon receipt of the Security Police Motor Vehicle Accident Report, Form 91A, and Report of Traffic Accident Investigation (FTC-PTD-16), assign investigating officer or officers from the Accident Investigation Team where circumstances indicate that a further investigation is required. Consult Legal Counsel as appropriate. Make preliminary verbal reports to the Assistant Director (Administration), the Deputy Director, and the Director, as circumstances dictate. If a further investigation is not required, submit Safety Manager's report with appropriate comments and/or recommendations through the Assistant Director (Administration), and Deputy Director, to the Director.

e. Chief, Facilities Management Division

(1) Insure that a complete packet of required accident forms are located in each Government vehicle prior to its being dispatched.

(2) Inspect Government vehicles involved in accidents for:

(a) Malfunctions which may have caused or contributed to the accident.

(b) Damages resulting from the accident.

(3) After inspection of the Government vehicles involved in an accident, make verbal report of estimate of damages to the Safety Manager.

(4) Obtain and submit three written estimates of damage to Government vehicles involved in accidents. Submit estimates to the Safety Manager.

(5) Submit signed statement to accident investigators when it has been determined that mechanical condition of the Government vehicle may have caused or contributed to the accident.

(6) When requested by the Legal Counsel or assigned investigators, submit the last maintenance inspection made of the Government vehicle prior to the accident.

f. Safety Manager.

(1) According to GSA requirements:

(a) If property damage exceeds \$250 or bodily injury is involved, submit the required reports to the appropriate interagency motor pool manager within fifteen (15) working days.

(b) If the damage is less than \$250 and no bodily injury is involved, submit the required reports and supporting data to the appropriate interagency motor pool manager within ten (10) working days.

(2) If required, ensure supporting photographs, measurements, doctors' certificates of bodily injuries, police investigations, operator's statements, findings and determinations, executed GSA Form 3292 and other pertinent data are submitted to the appropriate GSA interagency motor pool manager within established time frames.

(3) Ensure required statistical data is submitted to Director of Safety, Department of the Treasury.

7. OFFICE OF PRIMARY INTEREST. Safety Manager, Office of Administration.

Charles F. Rinkevich
Director

Attachments (6) (See Security and Safety Division for these forms)

1. FF 91
2. SF 91A
3. OF 26
4. SF 94
5. OWCP Form CA-1
6. GSA Form 3292